

TOWN OF BURRILLVILLE

Position Description

Title: Library Director

Supervisor: Library Board of Trustees, Town Manager

Department: Library

Date of Creation: February 2015

NATURE OF WORK:

Implement policies established by the Board of Trustees. Plan, organize, coordinate and direct the operations of the library.

RESPONSIBILITIES:

General Administrative

- Administer daily operation of the library including personnel, collection development, fiscal, physical plant and programmatic functions. Act as technical supervisor to the board to ensure staff representation at all friends' board meetings.

Budget

- Prepare a budget annually for presentation to the Library Board of Trustees.
- Administer the budget in a fiscally responsible manner including:
 - Oversee the preparation and approval of invoices for payment and forward to Treasurer or Trustee representative.
 - Prepare and sign checks for documented purchases/expenses within restrictions approved by the Library Board of Trustees.
 - Maintain ongoing spending and income records for current fiscal year.
- Initiate and submit proposals to obtain grant monies.

Communications

- Attend all Trustee meetings in ex-officio capacity.
- Attend all Department Head meetings of the Town Manager.
- Attend all Director's meetings organized by Ocean State Libraries (OSL) and the RI Office of Library and Information Services (OLIS) as well as other professional meetings and workshops to keep abreast of library trends and technologies and summarize these for the Board and staff.
- Maintain affiliation with appropriate state, regional, and national professional organizations.
- Present a report of activities and concerns to the Library Board of Trustees at each meeting as well as an Annual Report to the Trustees and the state.
- Attend professional meetings and workshops to keep abreast of library trends and technologies and brief the Board and staff.

- Keep the Library Board of Trustees and the Town Manager apprised of problems and concerns relating to the physical plant.
- Organize and schedule semi-annual Staff Training days.
- Attend all Friends of the Library meetings in ex-officio capacity.
- Coordinate and approve public relation activities including newsletter, website, social media, publicity handouts and signage.

Personnel

- Supervise and oversee activities of the Assistant Director regarding staffing needs, hiring and termination of employees, staff evaluations and interpretation of library policies and procedures.
- Evaluate Assistant Director on a yearly basis.
- Authorize submission of payroll data to the appropriate town department.

Collection Development and Acquisitions

- Make final decisions regarding purchase of library materials after reviewing recommendations from other staff and the public, following collection development policy.
- Supervise acceptance of donated materials and management of library collections.
- Supervise classification and cataloging of library materials.

Marketing

- Coordinate and implement ongoing marketing plan along with the rest of the library's administrative and department head team.

Planning/Goal Setting

- Propose procedures, types of services and levels of service to be provided by the library and implements them upon approval of the Board of Trustees.
- Serve on the library's Five-Year Long-Range Planning Committee and/or Library Council; work with department heads to set annual goals for library operations as set forth in the Long-Range Plan.
- Produce and update such policies or plans as are required by OLIS or local need, including technology plans, preservation plans, insurance files and disaster plans.

HOURS OF WORK:

- This position is a 35 hours per week exempt, salaried position with some nights and weekends required.

MINIMUM QUALIFICATIONS:

- Masters of Library Science/Library & Information Science from an institution accredited by the American Library Association.

RELEVANT PROFESSIONAL EXPERIENCE:

- At least 5 years' experience within the library profession with at least three of those in a supervisory position.
- Candidates should also possess excellent interpersonal and communication skills, ability to resolve conflicts and handle critical incidents and strong experience in library operations.
- Strong experience in library technology.